

APPENDIX AA  
ANNUAL WORK PLANS

AA-1. General. The Annual Work Plan (AWP) is a projection of anticipated APC operations for the upcoming Federal fiscal year. It should include, but not be limited to, the management objectives of the proposed program, control technologies to be employed, public notification and education, a list of management and operations personnel, a list of all equipment to be used and approved rental rates, an estimate of acres to be controlled by species and water body, and maps of each water body in the program showing location of public boat ramps. A detailed budget for the upcoming fiscal year and the division of costs between the State and Government shall also be included.

AA-2. Proposed Operations. Proposed operations will be based upon the most accurate and current information available on the distribution of target aquatic plants and their relation to observed or anticipated interference with navigation (commercial or recreational), flood control, or water supply. All water bodies will meet the eligibility criteria listed in Appendix Z, Minimum Work Requirements. The intent of the APC program is to conduct control operations as required at all of the areas listed in the Annual Work Plan subject to the availability of funds.

AA-3. Annual Work Plan Review and Approval. All requirements, deadlines, and responsibilities of the State and Government in preparing subsequent AWP, Local Cooperation Agreements (LCA) or amendments to the current LCA and AWP will be included in the AWP. The State shall provide the Corps with a draft AWP for the upcoming Federal fiscal year for review during the third quarter of the current fiscal year. In the event that the State has designated representatives (cooperators) conducting operations on its behalf, the cooperators will submit a draft AWP for their area of responsibility through the State to the Corps for review. After review of the draft AWP, the Corps, State and cooperators, if applicable, will meet to discuss the upcoming year's operations and determine program priorities in the event all requested funds are not received. This meeting is also an appropriate forum for review of other responsible agency comments regarding the APC program activities. After this meeting, follow-up guidance will be forwarded to the State and cooperators. Upon receipt of the APC program allocation, the Corps will notify the State of the funds available for cost-sharing, and if necessary, meet again with the State to reconcile planned operations with the available funds. At this time the AWP(s) will be finalized. Additional areas not included in the final AWP may be proposed for inclusion in the program if agreeable to the State and the Government if an emergency or unanticipated situation arises. If the proposed area has not previously been designated or determined eligible for the APC Program, the Government will determine eligibility.

AA-4. Coordination, Implementation and Management. All State and Government responsibilities concerning program coordination, implementation, and management of work efforts with other agencies will be specified in the AWP. Operations should be planned in advance to ensure the most effective and economical program possible. If more than one agency is engaged in similar control work in the operations area, close coordination among all agencies is required to avoid duplication of effort, maximize efficiency and prevent adverse environmental impact.

AA-5. Control Methods. A full and complete description of the work to be performed, the control method(s) and species of vegetation to be controlled, location of work areas, acreage

proposed for treatment, and any plant surveys or field investigations necessary in support of the program will be included in the AWP.

AA-6. Public Notification. All necessary and planned activities to keep the public and local interests informed of program operations will be made part of the AWP. Such activities may include, but are not limited to, newsletters, news releases, public meetings, and presentation of APC program information. Specific responsibilities of the State or Government for public notification are to be detailed. Designated program representatives will inform residents adjacent to control areas and potential users of the areas of the nature of the control program and any necessary use restrictions.

AA-7. Inspection. The Government shall have the right to inspect the work at any time during its progress and to make final inspection upon completion thereof. Failure of the Government to object within 20 days after final inspection shall constitute satisfactory performance of the contract by the State.

AA-8. Plant and Equipment Rental Rates. If the State or its designated representatives furnish the plant and equipment to perform that portion of the work coming under the State's contribution, the initial purchase cost shall not be included as an integral part of the State's contribution. Instead, an equitable rental charge for the plant and equipment (based on the initial cost of the item, anticipated economic life, reasonable maintenance charges, and amortization costs) will be negotiated. Rental charges will be made only on a daily/hourly use basis and will be applicable only to those items approved for the work. Plant and equipment furnished by the State may be increased or decreased to meet existing needs of the work by agreement of all parties concerned.

AA-9. Safety. Safety requirements, as a minimum, will be in accordance with Corps of Engineers Manual EM 385-1-1, revised October 1993, and all future revisions, entitled "Safety and Health Requirements Manual."

AA-10. Reporting Requirements. Reporting requirements include the "Weekly Schedule of Operations" and the "Daily Log of Operations." Weekly, a schedule identifying proposed operations for the ensuing week will be submitted to the Contracting Officer for any work conducted or contracted by the State or the Government. The schedule will list the proposed sites of work for the work crew(s), method of control and target species. In addition, a daily log of operations shall be submitted for each work crew. Information included in the log will describe the treatment area, any chemicals or equipment used, the weather conditions, and any pertinent observations. Also, daily time sheets and vehicle operation logs shall be kept for the use of Government inspectors in certifying completion of the job.